



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
DIVISION OF ACCOUNTING  
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M E M O R A N D U M

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#99-1

TO: All Department and School Fiscal Officers  
FROM: Clifford B. Edwards, Director  
DATE: July 1, 1998  
SUBJECT: I. MONTHLY DFMS CLOSE-OUT SCHEDULE FOR FY 99  
II. AGENCY RECONCILIATIONS

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I. MONTHLY DFMS CLOSE-OUT SCHEDULE

The following is being provided to assist you in the timing of the monthly DFMS closing.

Documents received and processed by the Division of Accounting through the dates listed below will be included in the processing for the month indicated, providing the document transaction date is that month. Documents processed with a transaction date of the new month will be included in the new month.

To help in your monthly reconciliations, documents not received by the Division of Accounting by 10:00 a.m. on the below Document Due Dates, should be entered with a document "transaction date" of the following month - with the exception of the CR document.

FY 99 CUT-OFF DATES

<u>Month</u>	<u>Document Due Date</u>	<u>Last Day of Processing</u>
Jul 98	07-31-98	08-05-98
Aug 98	08-31-98	09-04-98
Sep 98	09-30-98	10-06-98
Oct 98	10-30-98	11-06-98
Nov 98	11-30-98	12-04-98
Dec 98	12-31-98	01-06-99
Jan 99	01-29-99	02-03-99
Feb 99	02-26-99	03-03-99
Mar 99	03-31-99	04-06-99
Apr 99	04-30-99	05-05-99
May 99	05-28-99	06-04-99
Jun 99	06-30-99	07-02-99

